

Specialized (Sp) Family

The Specialized Family positions provide routine to complex assistance, coordination, and oversight of precise functions within diversified bodies of work that require a specific area of expertise and minimum of two years postsecondary course of study, or training.

Specialized work is both exempt and non-exempt. The Fair Labor Standards Act covers non-exempt work. A minimum of an associate's degree, specialized training or skills, and one to four years of related experience is required.

The Specialized Family is comprised of multiple Alternate Career Progression job standards, based on defined bodies of work.

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Business/Accounting Specialist (non-exempt) – Job Standard

Job Family	Specialized
Series	
Job Group	4261, 4262
FLSA	Non-Exempt
Union Status	

Job Overview

Perform complex and technical business/accounting functions in support of the University's financial system.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform complex and technical business/accounting functions in support of the University's financial system; use judgment in prioritization of work and in application of processes and procedures; analyze and initiate processes to improve operations; develop procedural documentation; ensure accuracy and integrity of financial data and compliance with University and regulatory provisions.

Create new restricted accounts, review and verify unrestricted account totals, analyze and interpret award requirements and budgets; prepare specialized and complex financial reports and invoices.

Maintain, input and track confidential account data using University accounting and payroll systems; monitor and resolve exceptions and errors; request, approve and process budget change orders and expense transactions.

Provide guidance to faculty and staff in determining allowable expenses and analyzing cost

share requirements for grants; investigate problems and facilitate resolution; coordinate grant closeout procedures.

Respond to complex inquiries related to grants and contracts, business/accounting functions and award compliance; serve as liaison with internal and external customers and agencies exercising discretion in distribution and disclosure of highly sensitive and confidential information; interpret and communicate complex regulations, laws and procedural information based on a thorough understanding of University policies and procedures and of external regulations.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in specialized field and one to three years related experience required.

Clinic Assistant (non-exempt) – Job Standard

This job standard may be part of one or more career progressions.

Job Family	Specialized
Series	
Job Code	4311
FLSA	Non-Exempt
Union Status	

Job Overview

Maintain clinic flow by providing nursing/medical support and patient care in support of University clinical and health services.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Maintain clinic flow by providing nursing/medical support and patient care in support of University clinical and health services; prepare patients for clinician visits; bring patient to exam room, collect and record medical history/vital signs and communicate with providers about patients..

Assist and support health care providers and patients; assist with nursing care and assist provider with procedures. Provide point of care testing. Follow University and external policies and procedures; use judgment in the use and dissemination of sensitive or confidential information and ensure compliance with confidentiality guidelines.

Facilitate prescription refills and other medication follow-up/education, coordinate urgent referrals, receive and transmit messages to patient and provider, fax orders and communicate with university staff, patient, family and home medical care providers to support ongoing patient care.

Maintain clean, well-stocked and functional exam rooms and clinical areas. Review immunization records and assist with other administrative duties.

Maintain clinical data and medical records according to protocol; prepare reports using standard software applications.

Participate in area safety training.

Minimum Qualifications

Education and experience equivalent to:

High School diploma and specific certification or licensure and up to two years' related experience required.

Communications Specialist (non-exempt) – Job Standard

This job standard may be part of one or more career progressions.

Job Family	Specialized
Series	
Job Group	4341
FLSA	Non-Exempt
Union Status	

Job Overview

Provide multimedia services, promote events and programs and support marketing, public relations, and design functions in support of designated University areas.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide multimedia services, promote events and programs and support marketing, public relations, and design functions in support of designated University areas; use judgment in prioritizing work and applying methods; assist in development of concepts, short-term strategies, goals, and objectives within the framework of area guidelines; utilize media tools, techniques, and methods consistent with University guidelines.

Provide information and collaborate with internal and external constituents to ensure consistency and quality of multimedia production and materials; serve as a representative at University activities and provide information specific to area of expertise based on a general knowledge and understanding of University policies and procedures.

Provide creative content, marketing, and promotions support. Assist to implement public relations, marketing or promotional strategies; compile, edit, design and coordinate

production of brochures, newsletters, reports and other digital or print media promotional or informational materials; serve as liaison and provide information to external constituents.

Prepare and/or edit, design, and/or compose internal and external communications that may be time-sensitive to include publications, news events, press releases, research materials, grant proposals, and media guides. Organize distribution of communication materials.

Provide social and digital media production and support; operate camera and sound equipment; edit video and other multimedia and online content; resolve aesthetic, design, and technical issues.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree* in communications or related field, proficiency in digital media environments and one to three years' related experience required. *Level of degree may vary based on specific job functions.

Data Specialist (non-exempt) – Job Standard

This job standard may be part of one or more career progressions.

Job Family	Specialized
Series	
Job Code	4321
FLSA	Non-Exempt

Union Status	
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Job Overview

Support and maintain specialized data systems and related processes and procedures in order to effectively facilitate specific, complex data and data reporting needs of a designated University operation.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Support and maintain specialized data systems and related processes and procedures in order to effectively facilitate specific, complex data and data reporting needs of a designated University operation; use judgment in prioritization of work tasks and in application of methods and processing functions; review operational processes to enhance data quality and system accuracy, integrity and security; make recommendations to minimize liability, improve efficiency and ensure consistency and compliance with University processes and procedures.

Implement software updates; create or modify workflows; configure, test and assess functionality upgrades or new system modules.

Provide guidance and advice and serve as resource to and liaison with internal and external system users; interpret and communicate information related to complex processes, procedures, regulatory guidelines and statutes; may provide informal training and informational sessions.

Oversee and monitor data input, output, processing and service functions; develop, modify and maintain schedules and update files, records and electronic resource information involving multiple databases.

Develop and generate standard or ad hoc reports, using specialized software applications.

Coordinate, expedite and verify completion of multi-step processes; evaluate and determine modifications to facilitate timely and effective resolution of discrepancies or actions based on a comprehensive knowledge and understanding of internal and external regulatory guidelines.

May provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in related field and one to two years of data management and reporting experience required.

Data Management Specialist (exempt) – Job Standard

This job standard may be part of one or more career progressions.

JOB FAMILY	Specialized
SERIES	
JOB CODE	4001
FLSA	Exempt
UNION STATUS	UVMSU

Job Overview

Oversee and advance the support and management of specialized data and related processes and procedures to ensure data integrity and accurate integration of data with university student information systems.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Degree Audits: primary expert on facets of the university's degree audit system; coordinate the implementation of additional features with campus partners such as Enterprise Technology Services and academic units. Scribe catalogue degree requirements, troubleshoot audit questions, assist academic units with exceptions, and participate in future upgrades. Implement and enforce related curricular and policy rules. Create and launch new features such as audits for admitted transfer students, financial aid audits, athletic eligibility, and Student Educational Planners.

or

Specialized program student records (i.e, medical). Responsibilities include assisting in the development, implementation and management of an electronic student record system that includes data for admissions, student grading, regulatory compliance by students, course scheduling and rotations, and reporting to outside entities such as affiliate training sites and relevant publications; ensuring institutional and accreditation compliance; accurate credentialing of alumni and creation of reports and representing the College offices, university and external constituents.

or

Responsible for a management system (ie housing), including all database functions, processes, billing, and connections to other enterprise databases on campus. May supervise a data services specialist or other support role.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in related field and two to four years of data management and reporting experience required.

Executive Assistant to the President/Provost (exempt) – Job Standard

This job standard may be part of one or more career progressions.

Job Family	Specialized
Series	
Job Code	4301
FLSA	Exempt
Union Status	

Job Overview

Reporting directly to the President/Provost, provide administrative support, accommodating shifting priorities in a highly charged environment to facilitate the President/Provost's ability to effectively lead the University.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform a variety of administrative tasks, accommodating shifting priorities in a highly charged environment to facilitate President/Provost's ability to effectively lead the University; use judgment in problem resolution, prioritization of issues and concerns directed at the President/Provost; use discretion regarding disclosure and dissemination of sensitive information to internal and external constituents.

Serve as first point of contact with internal and external constituents requesting contact with the President/Provost; screen and prioritize requests for meetings and event attendance; manages complex calendars, provide logistical support and resolve schedule conflicts. Prepare President/Provost's daily calendar; research, summarize, compile and ensure availability of pertinent meeting materials.

Respond to and resolve issues/problems which, due to the executive level of the office, may be highly irregular, unique and/or specialized and require a thorough understanding of University policy and external regulations; effectively interpret, analyze, and communicate highly complex internal/external policy, procedural, and process information for operational, planning, and management purposes based on a comprehensive knowledge and understanding of University policies and procedures.

Coordinate travel arrangements, registrations for conferences and meetings; make arrangements for public appearances or media interviews in consultation with University Communications. Coordinate with University events administrator to ensure all aspects of event details are complete; clarify and brief President/Provost regarding expected role.

Prepare and/or edit, design or modify materials which may be of a highly confidential or specialized nature; compose correspondence and related documents and prepare for signature. Staff meetings and events and provide other project support.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Associate's degree in related field and six to eight years related experience required.

Information Technology Assistant/Programmer (non-exempt) – Job Standard

This job standard may be part of one or more career progressions.

Job Family	Specialized
Series	
Job Code	4031

FLSA	Non-Exempt
Union Status	

Job Overview

Provide general to specialized technical assistance, perform data analysis and/or computer programming for designated University areas.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide general to specialized technical assistance, perform data analysis and computer programming for designated University areas; use judgment in decisions regarding application of technical solutions within the context of University guidelines.

Provide technical assistance and support; perform network systems programming and maintenance; analyze program specifications, modify, develop and administer complex, customized software applications for special projects or to automate current manual systems; may install, modify and maintain hardware and software.

Respond to and resolve inquiries from internal and external constituents; troubleshoot and resolve project or computer related inquiries and system performance problems based on a comprehensive knowledge and understanding of area processes and procedures; may provide individual and group training and instruction for internal users related to current and new software systems.

Research hardware and software requirements and assist in acquisition planning; maintain resource information and related records; collect, organize and prepare data and related reports; may analyze and digitize data.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in technology related field and one to three years' related or specialized experience required.

Medical Laboratory Specialist (non-exempt) – Job Standard

This job standard may be part of one or more career progressions.

Job Family	Specialized
Series	
Job Code	4291
FLSA	Non-Exempt
Union Status	

Job Overview

Provide specialized medical laboratory services in support of University clinical/medical programs.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide specialized medical laboratory services in support of University clinical/medical programs; perform and/or monitor tests and procedures; prepare blood, urine and tissue specimens for analysis; preserve/package specimens following established protocols.

Utilize and maintain medical laboratory equipment; analyze chemical content of fluids.

Maintain proper quality controls to ensure compliance with regulatory requirements, public health and ethical standards; set up and clean up laboratory; participate in area safety training.

Maintain electronic records in database.

Prepare stock solutions; maintain inventory/equipment/database; order supplies; dispose of hazardous materials.

May assist in preparation of medical support materials for courses and may assist with developing/maintaining teaching models.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree* in a specific or related field and one to three years' related experience required. Specific professional certification or license may be required. *Level of degree may vary based on specific job functions.

Medical Technologist (non-exempt) – Job Standard

This job standard may be part of one or more career progressions.

Job Family	Specialized
Series	
Job Code	4291
FLSA	Non-Exempt
Union Status	

Job Overview

Provide specialized medical laboratory services in support of University clinical/medical programs.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide specialized medical laboratory services in support of University clinical/medical programs; perform and/or monitor tests and procedures; prepare blood, urine and tissue specimens for analysis; preserve/package specimens following established protocols.

Utilize and maintain medical laboratory equipment; analyze chemical content of fluids.

Maintain proper quality controls to ensure compliance with regulatory requirements, public health and ethical standards; set up and clean up laboratory; participate in area safety training.

Maintain electronic records in database.

Prepare stock solutions; maintain inventory/equipment/database; order supplies; dispose of hazardous materials.

May assist in preparation of medical support materials for courses and may assist with developing/maintaining teaching models.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree* in a specific or related field and one to three years' related experience required. Specific professional certification or license may be required. *Level of degree may vary based on specific job functions.

Nursing Specialist (exempt) – Job Standard

This job standard may be part of one or more career progressions.

Job Family	Specialized
Series	

Job Code	4061
FLSA	Exempt
Union Status	

Job Overview

Provide skilled nursing assessment, patient care and program coordination in support of University clinical and health services.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide skilled nursing assessment, patient care and program coordination in support of University clinical and health services; use judgment in application of protocols within the context of established medical guidelines and best practice standards; perform initial screenings, examinations and assessment; administer treatment and medications and monitor patient response; educate, counsel and triage patients; provide assistance related to health programming and patient accommodations.

Serve as liaison with community agencies, health care providers, patients and families; provide information and instruction regarding patient care, treatment, procedures, health services and referral options based on a familiarity with University and external policies and procedures; use judgment in the use and dissemination of sensitive or confidential information and ensure compliance with confidentiality guidelines.

Participate in, develop and/or coordinate outreach activities, special service and health programs; evaluate procedures and make recommendations for change and to ensure compliance with internal and external protocols.

Maintain clinical data and medical records according to protocol; prepare reports using standard software applications.

Participate in area safety training.

May provide administrative supervision to University staff and functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Associate's degree in Nursing and two to four years' related experience required. Current Vermont Registered Nurse (RN) or Licensed Practical Nurse (LPN) license required.

Outreach Specialist (non-exempt) – Job Standard

This job standard may be part of one or more career progressions.

Job Family	Specialized
Series	
Job Code	4351
FLSA	Non-Exempt
Union Status	

Job Overview

Assist in or develop, coordinate and implement primarily externally focused community services, programs, and educational projects in support of University outreach.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Assist in or develop, coordinate and implement primarily externally focused community services, programs, and educational projects in support of University outreach; use judgment in prioritizing work; assist in or develop and implement service, program, or project objectives, processes, and procedures within area guidelines; implement initiatives designed to provide community educational opportunities and enrichment, promote the University's academic mission, and stimulate public interest and support;

assist in needs assessment and evaluating outcomes and make recommendations to enhance services and ensure compliance with University standards and external regulations.

Provide consultation services to and collaborate with internal and external constituents, local community resources, and agencies to promote information exchange; may organize special events, workshops, or activities and facilitate outcomes in support of and beneficial to targeted audiences, faculty, and special interest groups based on a thorough knowledge and understanding of University and external policies, procedures, and guidelines.

Provide information and collaborate with internal and external constituents to ensure consistency; serve as a representative at University activities and provide information specific to area of expertise based on a general knowledge and understanding of University policies and procedures.

Create promotional and instructional materials, specialized publications, related communications, and documentation; assist in providing content for grant proposals; prepare summaries and project reports; oversee maintenance of files and contractual agreements; monitor related budgets; use standard and specialized software applications.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a related or specialized field and one to three years' related experience required.

Process Coordinator (non-exempt) – Job Standard

This job standard may be part of one or more career progressions.

Job Family	Specialized
Series	
Job Code	4071, 4073

FLSA	Non-Exempt
Union Status	

Job Overview

Facilitate and/or oversee specialized processes, interpret and communicate related policies and procedures in support of designated University operations.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Facilitate and/or oversee specialized processes, interpret and communicate related policies and procedures in support of designated University operations; review, develop and modify central processes; analyze, respond to, approve and coordinate requests with administrative, academic and service departments and non-University groups and ensure compliance with organizational policies.

Compile and analyze information from a variety of sources; prepare reports, estimates, contracts, invoices and correspondence; may administer budgets and accounts; track and analyze usage, impact and other data.

Collaborate with internal and external constituents; determine eligibility, assess needs and administer procedures; respond to inquiries and provide information; facilitate and document changes based on a comprehensive knowledge and understanding of University policies and procedures.

Provide scheduling and logistical coordination; oversee or provide coordination at events; determine optimum set up, troubleshoot issues and provide problem resolution.

Provide training and instruction to constituents to facilitate, enhance or clarify processes.

May provide supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree* in a specific or related field and one to three years' related experience required. *Level of degree may vary based on specific job functions.

Program Specialist (non-exempt) – Job Standard

This job standard may be part of one or more career progressions.

Job Family	Specialized
Series	
Job Code	4081
FLSA	Non-Exempt
Union Status	

Job Overview

Coordinate administrative activities and promote programs and events in support of designated University areas.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary

Coordinate administrative activities and promote programs and events in support of designated University areas within departmental guidelines; assist in or develop, implement and evaluate operational or administrative procedures and program practices to ensure adherence to University policies and procedures.

Monitor multiple activities, events and programs; serve as liaison, respond to inquiries and provide information to program participants, University students, faculty, staff and community groups.

Oversee administrative or program processes; develop procedures, and prepare documentation and statistics; oversee or maintain related databases, records, documents and resources; may assist in developing and administering program budgets.

Assist to implement public relations, marketing or promotional strategies; may compile, edit, design and coordinate production of brochures, newsletters, reports and other print materials; may create multimedia promotional and educational materials; may coordinate and deliver outreach and/or educational programs.

May provide administrative and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a specific or related field and one to three years' related experience required.

Student Services Specialist (non-exempt) – Job Standard

This job standard may be part of one or more career progressions.

Job Family	Specialized
Series	
Job Code	4251
FLSA	Non-Exempt
Union Status	

Job Overview

Coordinate and perform administrative, programmatic and operational functions in support of University student academic services.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Coordinate and perform administrative, programmatic and operational functions in support of University student academic services following area guidelines; respond to and facilitate referrals, requests for services or distribution of resource information; review, evaluate and make recommendations related to program services and procedures; assist in operational process and program development to ensure compliance with University policies, procedures and guidelines.

Serve as program resource and as liaison with internal and external constituents; interpret information, provide procedural, program and referral guidance and assistance to students related to academic, personal, internship or career issues; may coordinate preregistration, internship/clerkship activities and other related operational functions based on a comprehensive knowledge and understanding of program requirements, administrative and academic policies and University regulations; use judgment in disclosure of confidential information.

Perform data/records management: develop, track and maintain schedules, inventory and program records; analyze and compile data and statistics and prepare detailed summaries and reports; use standard and specialized software applications.

Provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree and one to four years related experience required.

Interpreter/Translator Specialist – Job Standard

This job standard may be part of one or more career progressions.

Job Family	Specialized
Series	

Job Code	4043
FLSA	Non-Exempt
Union Status	

Job Overview

Provide interpretation and translation services in support of University employees requiring English language assistance.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide interpretation and translation services in support of University employees requiring English language assistance following established guidelines.

Interpret and/or translate general and specific University process, policy, procedural and employee information during orientation, department/campus wide meetings, workshops or instructional sessions based on a comprehensive knowledge and understanding of University policies and procedures; may interpret/translate at major University functions.

Respond to requests for services from faculty, staff and management; interpret or translate verbal or written communications, which may be of a sensitive nature, during employee evaluation, benefits discussion or orientation.

Review, interpret or translate procedural manuals, documents, forms, correspondence and informational notices.

May perform general office functions; prepare informational packets, answer phone, distribute mail.

Minimum Qualifications

Education and experience equivalent to:

Associate's degree in a related field and one to three years of specialized experience required.